



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5730.1A
BADJ
AUG 20 1996

BASE ORDER 5730.1A

From: Commanding General
To: Distribution List

Subj: PROCESSING AND CONTROL OF CONGRESSIONAL/SPECIAL INTEREST
(CONGRINT/SPLINT) CORRESPONDENCE

Ref: (a) U.S. Navy Regulations, Art. 1154/1155
(b) The Privacy Act of 1974 (MCO P5211.2A, par. 7000.2K)
(c) MCO 5216.11C

Encl: (1) Releasable Information Guidance
(2) Privacy Act Statement
(3) Memorandum to File for Telephonic Congressional/
Special Interest Inquiry

1. Purpose. To promulgate specific instructions for the proper processing, control, and handling of CONGRINT/SPLINT correspondence per the references.

2. Cancellation. BO 5730.1.

3. Background

a. This command is frequently called upon to respond to inquiries made by members of Congress concerning base policy, personnel, and activities. Consequently, commanders and staff sections are tasked with providing specific and detailed information upon which replies may be based.

b. Personnel of this command may choose to exercise their rights to communicate with members of Congress. Reference (a) prohibits any person from restricting or prohibiting another person from communicating with members of Congress unless the communication is unlawful or violates the security of the United States.

4. Information

a. Definitions

(1) Congressional Interest Inquiry. Any official inquiry from a member of Congress. There are two types of congressional interest inquiries:

(a) Direct Inquiries. Received directly from the member of Congress.

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(b) Indirect Inquiries. Received from the Department of Defense agencies (SECNAV, CMC, NAVMEDCOMD, MCFC, etc.), requesting information upon which to base replies to members of Congress. The final responses may be signed by the Chief of Staff, Commanding General, or higher headquarters.

(2) Special Interest Inquiry. All requests from the White House or members of the President's Cabinet are considered to be special interest inquiries. Also included in this category are inquiries addressed to the Commanding General from any source, other than those previously listed. Inquiries may be telephonic or written (letters, telegrams, and naval messages).

(3) Telephonic Inquiry. Originates from Headquarters, U.S. Marine Corps (usually via the Marine Corps Senate or House of Representatives Liaison Offices) or directly from the office of a member of Congress. These inquiries are usually a result of telephone calls to a member of Congress by the individual concerned, or interested parties (parents, spouse, friend, etc.). Since these inquiries are originated by telephone, the response may be provided by telephone. When a telephonic inquiry is received directly from a member of Congress, the call should be referred to the Marine Corps House of Representatives or Senate Liaison Offices, unless the representative's office specifically requests that the case be handled directly by this command. Frequently, the representative's caseworker is unfamiliar with the function of the House/Senate Liaison Office and fails to refer the inquiry to them.

b. Policy

(1) Inquiries made via CONGRINT/SPLINT inquiries (written/telephonic) are matters of direct interest to the Commanding General and are considered to be of the highest priority. Accurate and timely disclosures of authorized material to members of Congress, the Executive Branch, and private citizens are of prime importance.

(2) Replies to CONGRINT/SPLINT inquiries will be thorough, factual, candid, and submitted promptly. When the facts support corrective action, steps will be taken to act rapidly and decisively.

(3) Staff section heads/commanding officers will adhere to the following:

(a) Replies will be specific in nature, addressing each point contained in the inquiry. In most cases, a copy of the letter to the member of Congress, etc., will be enclosed with the referral. Each allegation must be addressed in the command's reply.

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(b) Defensiveness will be avoided. The information provided by the unit is often used as the basis for a personal reply by the Commandant or the Commanding General. Provide all the facts available in each case. If an error has been made, which is the cause of the inquiry, admit it and state what corrective action has been done to prevent recurrence.

(c) Information on which to base a reply will be gathered by the most expeditious means available without jeopardizing accuracy. Inquiries concerning personnel will include an interview with the individual, whenever possible. It is essential during the interview that the individual be informed of the provisions of reference (b).

c. General Instructions

(1) It is particularly important that updated information be provided to this command (Attn: Base Adjutant (BADJ)), as soon as meaningful changes occur.

(2) All replies to CONGRINT/SPLINT inquiries, as defined herein, will only be released by the Commanding General or the Chief of Staff.

(3) Inquiries forwarded to this command by CMC must be answered within five working days. A completed reply must arrive at this Headquarters (Attn: BADJ) by the time and date designated on the BADJ tasker. In unusual cases, extensions may be granted but sufficient lead-time is required.

(4) Guard mail or regular mail will not be used for delivery of replies. Units will ensure that inquiries are receipted for and replies delivered to this command (Attn: BADJ) by messenger.

d. Special Instructions

(1) Written Inquiries

(a) When a written inquiry is received by this command, it will be forwarded by the BADJ to the appropriate staff section/unit requesting information upon which to base a reply. The BADJ tasker will specify the time and date information is due and will further request personnel records (service record book/health records, etc.), as required.

(b) Any staff section receiving a CONGRINT/SPLINT directly from any source will immediately deliver the original to the Commanding General (Attn: BADJ) for action. If required to submit a response, the receiving organization should retain a copy of the CONGRINT/SPLINT to expedite processing before receipt of the BADJ tasker.

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(c) Personnel inquiries will be answered in compliance with reference (b). Enclosure (1) specifies information that is releasable without an individual's signed authorization. Enclosure (2), the Privacy Act statement, will be completed/signed, as required, in compliance with reference (b).

(d) It is imperative that each point in the inquiry be addressed completely. Responses should be well-organized, typewritten, and, when possible, accompanied by a diskette (formatted for Ami Pro 3.0 for Windows or Word Perfect 5.1 and copied to a 3 1/2-inch or 5 1/4-inch) diskette. After the final reply has been signed, the diskette will be returned to the unit with a hard copy of the signed response.

(e) Unit replies must be signed by the commanding officer or, in his/her absence, the executive officer.

(f) If at any time it becomes apparent that the response time cannot be met, the section/unit concerned will contact the BADJ to request an extension of the suspense date. Specific justification is required. As required, the BADJ will prepare an interim reply, the reason additional time is required, and the anticipated date of final reply.

(3) Telephonic Inquiry

(a) When an inquiry has been made via telephone, the information on which to base a reply will normally be obtained from the staff section/unit by E-mail. Telephonic responses will be limited to those inquiries requiring the briefest of responses and/or to those units without E-mail capabilities.

(b) Telephonic inquiries will be considered a priority. Replies will be furnished by the staff section/unit as rapidly as possible without jeopardizing the accuracy of the information provided.

(c) Unit telephonic replies must be approved by the commanding officer or, in his/her absence, the executive officer.

5. Action

a. Base Adjutant. The Adjutant is responsible for the gathering and processing of information on each case, monitoring the collection effort of subordinate units, and preparing accurate replies. A CONGRINT/SPLINT Correspondence Section will be maintained within the office of the Adjutant for this purpose.

b. CONGRINT/SPLINT Correspondence Section. This section is staffed as directed by the Adjutant. The CONGRINT/SPLINT Correspondence Section is responsible for obtaining complete, accurate, and timely information from sections/units upon which

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to base a reply to inquiries received. The CONGRINT/SPLINT Correspondence Section will:

(1) Establish new case files. If a previous file exists concerning the current case, it will be retrieved and included with the inquiry to form a new case record.

(2) Categorize the inquiry as to type (CONGRINT/SPLINT) and determine the most expeditious method of obtaining the information. Determine whether a joint tasker should be assigned for cases involving issues which must be answered by more than one activity.

(3) Attach a transmittal letter (tasker signed by the Adjutant) to a copy of the original correspondence, listing specific questions/issues (as required) for reply. Upon receipt of the reply from the unit, a written response will be prepared for the Chief of Staff/Commanding General's signature.

(4) Telephonic inquiries are normally requests for expedited responses. Inquiries are normally received by telephone and will be forwarded to the staff section/unit via E-mail. All information will be gathered by E-mail/telephone; copies of E-mail transmissions will be filed, and conversations will be documented in the CONGRINT/SPLINT log. In addition, enclosure (3) will be completed and filed, as required.

c. Staff Sections/Subordinate Units. Heads of staff section/commanders are responsible for:

(1) Providing complete, accurate, and timely information to the Commanding General upon which a reply can be based per requests/issues specified in the BADJ/CMC taskers and complainant's letter.

(2) Forwarding personnel reports and official documents as may be requested by this command.

(3) Providing progress reports on pending cases to this command when final processing of the case cannot be expeditiously accomplished.

(4) Maintaining local statistical data, i.e., number/types of CONGRINT/SPLINT inquiries processed by the individual unit.

(5) Ensuring that this command (BADJ) is advised when CONGRINT/SPLINT inquiries (written/telephonic/E-mail) are received through channels other than the chain of command, and

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that these inquiries are processed per the instructions set forth in this Order.

6. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserves.


J. T. MURRAY
Chief of Staff

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RELEASABLE INFORMATION GUIDANCE

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Military

Civilian Employee

Name

Name

Grade

Grade

Date of Rank

Date of Grade

Salary (total entitlements as shown in
block 25 of LES or any portion
as contained in blocks 17-24)

Gross Salary

Present and Past
Assignments

Duty Status

Future assignments
which have been
finalized

Present and Past Duty Station

Future Duty Station

Office Phone Number

Office Phone Number

Source of Commission

Military and Civilian Education Level

Promotional Sequence Number

Combat Service and Dates

Decoration and Medals

Date of Birth

Place of Birth

Date Released from Active Duty

Date of Entry

Place of Entry

Home of Record (geographical location, no street address)

Marital Status

Names, Sex, Ages, and Number of Dependents

ENCLOSURE (1)

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(SAMPLE)

PRIVACY ACT STATEMENT

1. Identifying information on SNM (to be completed by SNM's unit):

a. Name of individual on whom disclosure will be made:

b. Grade:

c. Social Security Number:

d. Date of Disclosure:

e. Information Disclosed to:

(Adjutant, Admin Chief, etc., of SNM's unit)

2. Identifying information of office making disclosure to CMC and/or others (completed by CONGRINT/SPLINT Section, Base Adjutant's Office).

Office from which disclosure will be made: Base Adjutant, Building 1, Marine Corps Base, Camp Lejeune, NC.

3. STATEMENT (to be completed by Marine/service member):

I have been counseled concerning the provisions of the Privacy Act of 1974, and *I do/do not authorize release of this information to: *(place a circle around the desired action)

concerning
(Name of Senator/U.S. Representative, Other)

(Brief description of reason for CONGRINT/SPLINT)

Date

Service Member's Signature

NOTE: Service Member should be apprised of the specific personal information which may be released prior to signing the Privacy Act statement.

ENCLOSURE (2)

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(SAMPLE)

5730
DATEMEMORANDUM TO FILE FOR TELEPHONIC
CONGRESSIONAL/SPECIAL INTEREST INQUIRYMEMORANDUM TO FILE

1. NAME OF CALLER: _____
2. ORIGIN OF E-MAIL/CALL: _____ PHONE NO: _____
3. TIME/DATE OF CALL/E-MAIL RETRIEVAL: _____
4. NAME/SSN/UNIT OF SERVICE MEMBER: _____

5. NATURE OF INQUIRY: _____

6. POC AT STAFF SECTION/UNIT: _____
(Name/Activity/Phone)
7. RESPONSE TO BE FORWARDED: _____

8. PERSON INFORMATION RELEASED TO: _____
9. DATE REPLY RELAYED/FORWARDED: _____

(Base Adjutant's Caseworker's Signature)

ENCLOSURE (3)